

Administrative - Internal Use Only

27 October 1981

MEMORANDUM FOR: Director of Data Processing  
THROUGH: Executive Officer, ODP  
FROM: Chief, Management Staff, ODP  
SUBJECT: Management Staff Weekly Report  
for Week Ending 27 October 1981

Project Activity Report Enhancement

The number of dedicated devices rejected from the PAR reports has been reduced by 60% for the September PAR reports. The reduction is the result of corrections and adjustments made to ED's equipment data base. (U/AIUO) [ ]

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Target-Oriented Budget

The initial draft of the ADP Support Portion of the 1983 target-oriented budget prepared by the Comptroller was reviewed and corrections noted. Our requested changes were submitted prior to the deadline of 1200 hours, Tuesday, 27 October 1981. The resources contained in ADP Support are significantly less than the total ADP resources contained in the OMB budget. The difference is the result of using specific targets other than support wherever possible for ADP resources. (U/AIUO) [ ]  
(ODP Only)

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Advances

As of 28 October, a total of \$13,000 was outstanding in 36 advances to ODP personnel. None were delinquent. (U/AIUO)

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External Procurement Actions

On 23 October MS reviewed an NPIC request for procurement of core memory and communications boards to upgrade their Real Time Mensuration System (RTMS). Formal concurrence by D/ODP was not required, as per [ ] because the requested upgrade was for less than \$150K. (U/AIUO) [ ]

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Federal Software Exchange

A memorandum was distributed to ADP Control Officers describing the General Services Administration's Federal Software Exchange Program. The program provides a clearing house for the sharing of unclassified software among federal agencies. GSA

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encourages agencies to submit software and to evaluate the software available from the program before acquiring or developing new systems. (U/AIUO) [redacted]

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Excess ADP Equipment

During the past week, MS declared 2 IBM Card Punches from NPIC excess to Agency needs. The estimated value of these items was \$1,814. (U/AIUO) [redacted]

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Draft ODP Instruction

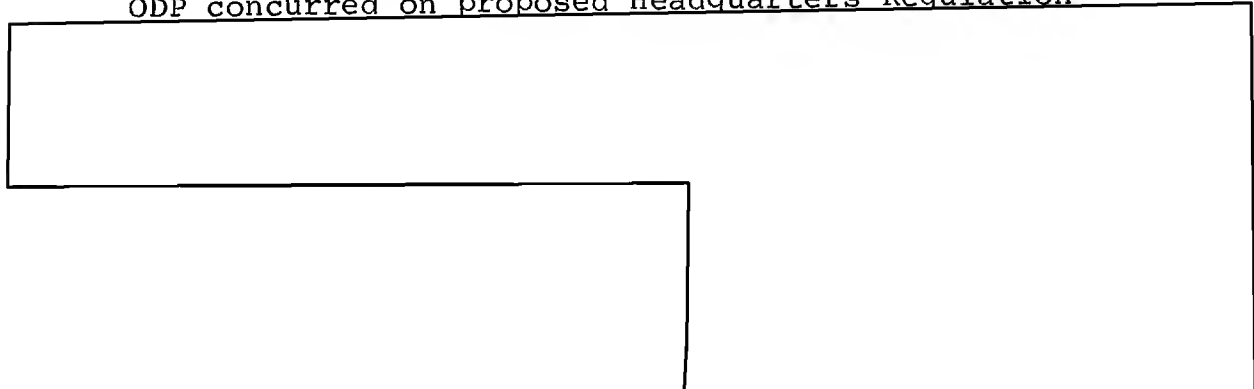
A draft ODP Instruction describing Contracting Officer's Technical Representative (COTR) responsibilities with respect to lease, rental and maintenance procurement actions was distributed for comment. The draft instruction emphasizes the importance of accurate equipment schedules. Responses are due into MS by COB 30 October. (U/AIUO) [redacted]

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Proposed Headquarters [redacted]

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ODP concurred on proposed Headquarters Regulation



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